



To: Mark Clark, Executive Director

From: Grants Staff

Date: December 1, 2005

Re: Grants Staff Report: September 1, 2005 through October 31, 2005

GRANTS PROGRAM MANAGER (Cheryl Witt): ♦ *Maintains Internal Controls to insure adequate fiscal and programmatic accountability for Commission grant programs; ♦ Oversees administration of 15 grant and loan programs that include approximately 170 grant and 10 loan contracts; ♦ Supervises three Grants Specialists and one Grant Assistant; ♦ Coordinates with the Office of Financial Management to maintain balances of 25 funding sources; ♦ Coordinates Commission Grant Reviews; ♦ Administers seven miscellaneous, non-district contracts; ♦ Participates on the WQ Financial Assistance Council to promote coordination between state grant and loan programs.*

- ♦ Initiated 7 CD Issue Committee Expenses contracts;
- ♦ Participated in the Livestock Committee meetings/conference calls designed to develop 05-07 Biennium Program recommendations;
- ♦ Initiated FY07 Envirothon Contract with King CD;
- ♦ Coordinated with Rod Hamilton, FSA to develop process for Continuous Conservation Reserve Program being incorporated into the Commission's Practice Incentive Payment Loan Program – Program announced to CDs on 10/06/05;
- ♦ Negotiated with Ecology to develop Direct Implementation Fund Interagency Agreement for the WeedSeeker® Project, and developed the project subcontract with Benton CD;
- ♦ Finalized the CGR Action Plan designed to evaluate and follow up with CDs on staff recommendations;
- ♦ Administered Commission-authorized reimbursements to Pomeroy CD for the School House Burn; and
- ♦ Coordinated the monthly Commission / OFM reconciliation of the 15 grant and 2 loan programs.

GRANTS SPECIALIST (Kristy McGuill): ♦ *Provides customer service and assistance to Grant, Pacific, Palouse, Palouse Rk Lk, Pend Oreille, Pierce, Pine Creek, Pomeroy, San Juan, Skagit, Snohomish, S Douglas, S Yakima, Spokane, Stevens, Thurston, Underwood, Wahkiakum, Walla Walla, Warden, Whatcom, Whidbey Island, and Whitman Conservation Districts; ♦ Administers approximately 85 district grant contracts; ♦ Conducts Commission Grant*

Grant Reviews; ♦ Provides assistance and backup to the Commission Information Technology Officer

- ♦ Processed vouchers, amendments, belated claims, close outs, and other grant related items.
- ♦ Provided oversight for Eric and training and oversight for Karla for grant voucher/amendment work.
- ♦ Scheduled Commission Grant Reviews with Cowlitz, Pacific and Wahkiakum CD's; scheduled the first second generation CGR with Thurston CD.
- ♦ Conducted Pomeroy & Walla Walla CD CGR's.
- ♦ Conducted two training sessions, one with South Douglas CD and one with Whidbey Island CD Staff.
- ♦ Reviewed Basic Funding reports, made contacts on missing reports/information, compiled all reports into the FY 2005 Basic Funding Report of Accomplishments.
- ♦ Reviewed Professional Engineering reports and compiled all reports into the FY 2005 Professional Engineering Report of Accomplishments.
- ♦ Met with Tom Salzer and our IT Contractors to start work on updating our website.
- ♦ Assisted Tom Salzer with purchasing/scheduling setup of needed equipment for new staff members, uploading documents to our website, and maintenance of the job and news forums also on the website.
- ♦ Provide customer service to internal staff and conservation district staff and supervisors through telephone, email, and fax communications.

GRANTS SPECIALIST (Debbie Skogen): ♦ *Provides customer service and assistance to Adams, Asotin, Benton, C Klickitat, Chelan, Clallam, Clark, Columbia, Cowlitz, E Klickitat, Ferry, Foster Creek, Franklin, Grays Harbor, Jefferson, King, Kitsap, Kittitas, Lewis, Lincoln, Mason, Moses Lake, N Yakima, and Okanogan Conservation Districts (CD); ♦ Administers approximately 94 district grant contracts, ♦ Administers the Practice Incentive Payment Loan Program with 9 district loan contracts that involve loans to 120 landowners; and ♦ Conducts Commission Grant Reviews.*

- ♦ Processed invoice vouchers, contract amendments, and closed grants that expired on or before September 30, 2005;
- ♦ Attended September 15 Conservation Commission Meeting in Port Angeles;
- ♦ Provided Draft instructions to Mary Anderson, Debbie Becker, & Marvin Johnson for entering information in Ecology's EPIC (Employee Plus Information Computer System);
- ♦ Worked with Eric Kopp to finalize updates to the PIP Program procedures and desk manual; and provided oversight for the PIP Program;
- ♦ Provided oversight for Eric & Karla to process invoice vouchers and learn all aspects of Commission grant programs;
- ♦ Conducted Commission Grant Reviews (CGR) with Mason, Columbia, and Franklin CDs providing drafts of the CGR for Exit at a later date;
- ♦ Reviewed and provided suggestions for the Capacity Building Grants Application and Award process.

- ◆ Scheduled CGRs with Jefferson and King CDs;
- ◆ With staff donations, coordinated the purchase of two “baskets” for the WACD Auction; and
- ◆ Continued to provide assistance to conservation districts that I serve.

GRANTS SPECIALIST, In Training (Karla Huttula): ♦ *Learning duties of Grant Assistant Position; ♦ Provides customer service and assistance to Adams, Asotin, Benton, C Klickitat, Chelan, Clallam, Clark, Columbia, Cowlitz, E Klickitat, Ferry, Foster Creek, Franklin, Grays Harbor, Jefferson, King, Kitsap, Kittitas, Lewis, Lincoln, Mason, Moses Lake, N Yakima, and Okanogan Conservation Districts; and conducts Commission Grant Reviews.*

- ◆ Provided initial invoice voucher review assistance to Kristy and Debbie.
- ◆ Attended NW Area Meeting with Cheryl Witt and Tom Salzer.
- ◆ Attended October 14 staff meeting.
- ◆ Took Excel 2003 Level 2 training to improve efficiency.
- ◆ Attended Commission Operations Group (COG) meetings on Tuesdays.
- ◆ Reviewed Capacity Building Grants Application and Award process.
- ◆ Reviewed Livestock Grants Phase 2 TA Distribution Process.

GRANTS ASSISTANT (Eric Kopp): ♦ *Provides customer service and assistance to all 47 conservation districts; ♦ Administering the PIP Advance Loan Program; ♦ Provides assistance and backup to the Commission Grant Staff for initial invoice voucher review; ♦ Provides administrative assistance on any other necessary day-to-day activities within the office; ♦ Administers the Practice Incentive Payment Loan Program with 9 district loan contracts that involve loans to 120 landowners.*

- ◆ With Debbie and Karla, provided insight to Cheryl in regards to the Continuous Conservation Reserve Program being incorporated into the Commission’s Practice Incentive Payment Loan Program;
- ◆ Introduced districts to the Continuous CRP loan program;
- ◆ Provided initial invoice voucher review assistance to Kristy and Debbie for all 47 districts;
- ◆ Finalized the PIP Advance Loan Program procedures and desk manual;
- ◆ Cleaning up the PIP Advance Loan Program by removing inactive landowners, retrieving missing documents, and coordinating with the district;
- ◆ Along with Debbie and Kristy, reviewed and tweaked the PIP Advance Loan Program portion of the database;
- ◆ Attended the SW Area Meeting with Mark, Tom, and Kristy;
- ◆ Compiled a database of past and present supervisors, updating as needed;

GRANTS PROGRAM

Informational Item for 12/01/05 Commission Meeting

Grants Staff Activities for September 1, 2005 thru October 31, 2005

District	GRANTS PROGRAM							LOANS PROGRAM	
	Number of Grant Contracts Initiated	Number of Grant Contracts Closed Out	Number of Grant Vouchers Processed	Amount Reimbursed to Grantee	Number of Grant Amendments Processed	Commission Grant Reviews		Number of Loan Transactions Processed	Loan Amount Reimbursed to CD
						Underway	Completed		
Adams									
Asotin			9	\$13,587.25	3			2	\$28,001.00
Benton			10	\$10,153.60	1				
C Klickitat			7	\$25,531.90	1				
Chelan					1				
Clallam		1	16	\$51,378.09	2				
Clark			4	\$23,419.48	2				
Columbia		1	4	61475.55	3				
Cowlitz			4	\$4,718.44					
E Klickitat			2	\$3,534.01					
Ferry			2	\$7,291.38					
Foster Cr	1		3	\$20,309.46					
Franklin									
Grant			6	\$24,392.49					
Grays Har	2		6	\$2,818.22	1				
Jefferson			12	\$49,838.26	1				
King									
Kitsap			3	\$11,071.62	1				
Kittitas			8	\$28,121.19	1				
Lewis			6	\$13,725.74	3				
Lincoln			1	\$1,664.83					
Mason			8	\$45,388.15	2				
Moses Lk			1	\$3,226.15					
N Yakima			3	\$7,031.50					
Okanogan	2		9	\$77,930.93	4				
Pacific	3				3				
Palouse									
Pal Rk Lk			2	\$2,731.22					
Pend Oreille									
Pierce									
Pine Cr									
Pomeroy			1	\$5,826.62	1	1			
San Juan			3	\$6,868.02					
Skagit	3		11	\$75,129.69	2				
Snohomish	1		1	\$13,343.00	1				
S Douglas									
S Yakima			2	\$14,551.23	2				
Spokane	4								
Stevens		1	2	\$6,067.93					
Thurston			6	\$5,831.03	1				
Underwood			5	\$13,999.84	1				
Wahkiakum			1	\$1,626.96	1				
Walla Walla			4	\$257,769.61	1	1			
Warden	1		3	\$17,136.18					
Whatcom			12	\$182,867.26	1				
Whidbey Is			4	\$12,938.80					
Whitman	1		2	\$12,742.66	1				
Miscellaneous			4	\$301,538.00					
TOTALS	18	3	187	\$1,417,576.29	41	2	0	2	\$28,001.00